

Board of Commissioners
Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Robert Gelder
Danielle Murphy
Val Tollefson
Executive Director
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
FEBRUARY 21, 2017
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder, Resident Commissioner Danielle Murphy, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Project Manager of Affordable Housing Development Mike Brown, Self-Help Program Director Dean Nail, Administrative Support Assistant Tara Owensby, Director of Real Estate Management and Housing Programs Holly Paterson Assistant Director of Finance Kim Seibold.

Absent: Kitsap County Commissioner Ed Wolfe(Chair), Mayor of City of Poulsbo Becky Erickson,

1. Call to Order:

Vice Chair Putaansuu called the meeting to order at approximately 11:00 a.m.

2. Review of the proposed agenda:

No comment

3. Meeting Minutes:

The January Work Study meeting minutes were approved by consensus.

4. Board questions and discussion regarding the Program Updates:

Commissioner Tollefsen inquired of the remodel at Rhododendron apartments on Bainbridge Island. Stuart stated that Holly and Stuart would follow up with Commissioner Tollefsen when they have more information.

Wendy reported that there has been a lot of change in the Finance department. Tim is no longer with Housing Kitsap (HK), due to this change; the Finance team is looking into restructuring its department and updating the budget process. Staff will not be able to provide the standard budget schedule as Tim had provided in the past. In the future, staff hope to be able to provide more information on the budget such as detailed footnotes and more details.

5. Discussion Items:

A. Partner loan reconciliation

Dean provided a handout that listed Community Development Block Grant (CDBG) Rehab partner loans dating back to the early 1980's. Dean informed the Board that HK was previously the sub recipient of all CDBG grant money for Kitsap County. HK loaned the dollars out to other agencies in Kitsap County. Dean and staff found that the loans were secured by promissory notes instead of deed of trusts. Dean reported that although HK has received some pay offs, not all the loans have been paid off and due to the lack of deed of trusts, tracking down and obtaining the money owed would be very difficult if even possible.

There was conversation regarding details of some of the loans listed. Commissioners advised HK to investigate the loans more to gather as much information before asking to write the debt off. Commissioners requested to see the program policy and procedure.

B. Arendal update

Stuart reported that Arendal was the project HK presented to the Board at the February meeting. HK submitted a proposal. The owner is considering his options and has not responded to HK yet.

C. Olhava update

Stuart presented a marketing packet located on page 35 of the packet. There was a short discussion regarding the financial model. Stuart mentioned that if anyone knew a someone who might be interested in becoming an investor in this project to send them his way. Commissioner Tollefson said he would like to know the potential terms of an investor. Stuart said that the investor terms are still negotiable.

D. Blaine Ave/ Clear Creek Housing

Stuart referred to page 58 in the packet to discuss respite care. Commissioner Gelder suggested providing space vs. providing management services for the respite care services. Commissioner Putaansuu suggested that another community partner should provide management services for the respite part of this project. Stuart said that respite care services would be for behaviorally stable, medically fragile clients.

Stuart identified that HK would not be managing the staff; HK would only be providing the space and managing the building. Stuart said that the project is projected to be fully occupied in 2019.

Commissioner Garrido said that this sounds like a great idea and a great opportunity for community partners. Commissioner Gelder suggested avoiding behaviorally unstable, medically fragile clients.

6. Adjournment:

The Board of Commissioners Work Study meeting was adjourned at approximately 12:00 PM.

ATTEST:


STUART GROGAN

Executive Director

ATTEST:


TARA OWENSBY

Administrative Support Assistant


Date Approved